



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, December 13, 2001

4:00 p.m. to 6:00 p.m.

1366 East Thomas

Phoenix, AZ

Approved

The following provides a written summary of minutes recorded. To listen to the official recorded minutes contact Planning Council Support at 602-506-5002. The tapes will be provided for review.

MEMBERS, GUESTS and STAFF

Donna Bryant	Juan Guevara	Jeff Ofstedahl	Lezli Stone
Mary Jo Buerger	Marlon Guzman	Gail Larkins	Louis Tapia
James Chambers	Brian Hanna	Stephen O'Dell	Jim Walloch
Lee Cox	Brenda Hope	David Paquette	Dr. J. Weisbuch
Marti Cutler	Peter Houle	Connie Peters	John Wynant
Debby Elliott	Carlos Jorge	Tara Radke	5 Guests
Larry Fisher	Mark Kezios	Cris Ramos	
Dan Free	Cindy McGrane	Brian Spicker	
George Garcia	Sandra Norman	Larry Stähli	

Absent:

Elizabeth Ashby (ex)	Damon Gunn	Samuel Miles	Jill Rissi (ex)
Marlene Bojorquez	Michael Jackson	Rick Murphy	Kathy Shain
Mark Ferrel	Barr Jenkins (ex)	Nellie Nelson (ex)	Don Stapley
Deborah Frusciano (ap)	Laura Kroger (ex)	Manuel Rascón	Jorge Suárez

WELCOME AND INTRODUCTIONS

Donna Bryant called the meeting to order at 4:05 p.m. Members, guests, and staff introduced themselves.

ADMINISTRATIVE UPDATE

David Paquette presented the following:

- The request to "carryover" \$351,701 of unexpended funds has been approved which increases the amount of funds awarded for the current 2001/2002 grant year to just under \$7million. It will be used to prepay services for the 2002/2003 grant year, including dental services.
- There has been no news regarding next year's award. If the award is not granted soon, there is the potential for major trouble. If no award announced soon, the county will be given three (3) months of funding based on the current level. This means the county will only be able to contract for three months of service. Once the full award is granted, new service contracts for the full year would have to be established.

- The first round of negotiations on service contracts for next year has been completed. David thanked all the providers for their willingness to negotiate.
- A “scoop-up” letter was sent to each provider requesting that they expend all of their funds. If they cannot do that, he requested that they respond with the amount that they cannot expend in order to reduce the value of the contract. Those funds can become unencumbered and liquid for use in other areas. The total amount of scoop-up at this time is \$349,000. These funds would be used to prepay on next year’s contracts.
- Donna thanked the CBOs and ASO’s on their response to the scoop-up process. She also thanked the Administrative Agent and staff for their work on the carry-over process.

PRESENTATION

Lezli Stone gave a presentation on Quality Management and how it pertains to the Ryan White Planning Council and providers of services. Some of the items discussed included:

- Quality, Appropriateness and Cost Effectiveness of the services are priorities of Quality Management. It must be ongoing. Lezli said the ultimate goal is to have a central database set up for easy accessibility.
- The benefits of Quality Management are: long-term program survival, ability to make good management decisions, and improve services for the HIV client. She explained that the program is mandated by HRSA for the purpose of improving services to the clients rather than identifying poor providers. She will be meeting with the providers individually to review what they are currently doing and suggesting ways to improve quality of service.
- The Quality Management program is mandatory for the grant application next year. All providers should be collecting data by March 1, 2002 and the goal is to encompass all service categories eventually.

DETERMINE QUORUM

Donna determined that quorum was present.

REVIEW OF MINUTES

The minutes of November 8, 2001 were reviewed. James Chambers made a motion to accept the minutes with the correction to the attendance roster. Dan Free seconded the motion.

OUTCOME: The motion passed unanimously.

CHAIR UPDATE

Donna presented the following information:

- Official minutes of Planning Council meetings are on audiocassette and available for review. If anyone wishes to review the official minutes they should contact Planning Council Support.
- The first phase of the Cultural Competency classes has been completed. Everyone in attendance agreed that it was a wonderful process and those that have not attended should look forward to it. Donna asked all members that had not returned their survey for attending classes return them as soon as possible.

- The work group led by Peter Hbule and Dan Free has developed, with the assistance of Planning Council Support, a survey to help establish the Planning Council Member Training program. This survey will be mailed to all Planning Council members and will help the workgroup determine the direction of the training plan.
- Input on the location or content for the annual retreat scheduled for March was requested. One idea is to include Dr. Valdez, the Cultural Competency trainer, in the retreat as a follow-up to the Cultural Competency training.
- New Council members Larry Fisher, Cris Ramos, Juan Guevara, and John Wynant were welcomed.
- Feedback was requested regarding conference calls with HRSA, and whether the Council would be interested in resuming the scheduled calls.

EXECUTIVE COMMITTEE ELECTION

- Nominees to the Executive Committee were allowed a maximum of a 2-minute self-introduction and speech prior to Council elections.
- Official ballots were distributed, completed and collected. A guest and Gail Larkins exited to an adjoining room to tally the votes as the meeting continued.

COMMITTEE REPORTS

Allocations

Mark Kezios presented proposed updates of the Core Service Definitions for review by the Council. He explained that the updates were a combination of the current Planning Council definitions and HRSA definitions. Modifications of the definitions give a more specific meaning to categories, yet allow for some flexibility for the contract administrator and assist the quality Management team to evaluate services. After lengthy Council review and input, Mark suggested that the definitions go back to the committee for further work. All Planning Council members were encouraged to attend the next meeting to assist and provide input regarding the Service Definitions and other business presented.

Mark informed the Council that Pacific Care, under their Medicare formulary, will no longer cover brand name pharmaceuticals beginning January 1, 2002. There will be no limit on generic drugs, but this will not help people living with HIV. For more information visit www.medicare.com. CIGNA has an \$800 limit annually for formulary brand drugs, Maricopa Integrated Health System has a \$200 monthly limit on combined formulary and non-formulary drugs.

Community Planning & Assessment

Jeff Ofstedahl asked the Council to review the proposed Mission Statement. The committee combined two existing statements to create a Mission Statement relevant to the mission of the Planning Council. Following discussion and a slight change in wording, James Chambers made a motion to accept the Mission Statement. Dr. Weisbuch seconded the motion.

OUTCOME: The motion was unanimously approved.

The Planning Council Mission Statement is as follows:

The Phoenix EMA Ryan White Title I HIV Health Services Planning Council is a working consortium of affected and infected community members, service providers and health officials whose mission is to provide a client-centered, culturally competent continuum of care, meeting the needs of those living with HIV/AIDS.

Jeff encouraged members to pick up a copy of The Comprehensive HIV Services Plan for the Phoenix EMA. The committee will be reviewing the goals of the Plan starting in January.

Consumer

Donna announced Larry Fisher as Chair and Lee Cox as Vice Chair of the Consumer Committee. She invited Council members to volunteer for the committee by contacting Planning Council Support. The committee will be meeting soon to develop a strategy and plan for the future.

Membership

Carlos Jorge welcomed the new Council members. He reported that the committee has reworked the membership application by incorporating the Rules Committee's recommendations, the current Planning Council application and an application from the Orange County EMA.

Because of excessive absences, six individuals have resigned from the Planning Council. A letter was sent to each individual with no response.

The committee is accumulating information regarding advertising for new members.

The next meeting will be held at the Grunow Building on January 9, 2002 and everyone is invited to attend.

Rules

Donna Bryant reported that the Planning Council membership application was reviewed and edited with the suggestions provided to the Membership Committee.

The committee is in the process of reviewing the Bylaws. All members were invited to attend the meetings. It was also announced that Rules is seeking a Vice Chair and additional members.

ELECTION RESULTS

Donna announced the new Executive Committee officers as a result of the voting process that was completed earlier in the meeting.

Vice Chair: Mark Kezios
Treasurer: James Chambers
Secretary: Jeff Ofstedahl
General Public: Marlon Guzman

Everyone was encouraged to attend the Executive Committee and all other committee meetings even if they are not members. Due to confidentiality issues, only Membership Committee members are present during member nomination sessions.

NEW BUSINESS

- Dan Free announced that everyone should attend the Cultural Competency meetings and that the trainer, Dr. Valdez, was great and a credit to the community.
- Donna clarified a statement she made during the Chair Update. She was planning on using the retreat to bring the three groups together with Dr. Valdez to review the training.
- Brian Hanna thanked Cindy McGrane, who has resigned from the Planning Council, for her commitment to the community and the Planning Council. Everyone agreed that she will be missed.
- Donna announced she had received a letter from John Saperro, the former Planning Council Chair, requesting consumer participation in the AIDS Walk Arizona Allocations Committee. In the time since the letter was sent though, the position had been filled, but if anyone is interested in AIDS Walk, they should contact the AIDS Walk office.

ADJOURN

Jeff Ofstedahl made a motion to adjourn the meeting. Dan Free seconded the motion.

OUTCOME: The motion passed unanimously. The meeting adjourned at 5:45 p.m.